

Retention and Classification Report

Agency: Department of Public Safety. Bureau of Criminal Identification
(195)
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Records Officer Lauralee Blue

82935	Application for criminal history review
24108	Automated fingerprint identification system latent case file
18156	Cash receipt electronic system
84340	Concealed firearms permit files
83906	Crime in Utah reports
27692	Denied expungement packets
84545	Expunged criminal records
06965	Fingerprint cards
18150	National Incident-Based Reporting System (NIBRS) database
85024	Uniform crime statistics
18153	Utah Computerized Criminal History (UCCH) database

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 82935

3

TITLE: Application for criminal history review

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This record is an application for an individual requesting review of his/her verified criminal history. Information includes personal identification such as name, birthdate, address, and fingerprints. May include notarized copy of expungement certificate.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months or until scanned and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 82935

TITLE: Application for criminal history review

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d) 1991

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 24108

3

TITLE: Automated fingerprint identification system latent case files

DATES: 1989-2001

ARRANGEMENT: Numerical by case number

TOTAL VOLUME: 70.00 cubic feet.

DESCRIPTION:

These files are latent (crime scene) fingerprints submitted to Bureau of Criminal Identification (BCI) to process through our Automated Fingerprint Identification System (AFIS) (fingerprint) database for possible identification of the latent fingerprints. They include copies of the actual latent fingerprints, submission forms, summary reports for the response back to the submitting agencies, printouts from the AFIS search, candidate lists, 5 to 1 photo images of the latent fingerprints, tracings of those fingerprints, and general notes for use in processing the fingerprints.

RETENTION:

Retain 75 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed or until statute of limitations has expired and then transfer to State Records Center. Retain in State Records Center for 72 years and then destroy.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 24108

TITLE: Automated fingerprint identification system latent case files

(continued)

APPRAISAL:

Administrative Legal

These records have legal value to preserve crime scene evidence.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 18156

3

TITLE: Cash receipt electronic system

DATES: 1995-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

Agency copy of receipts given to customers who pay the agency for services rendered.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

AUTHORIZED: 01/27/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative Fiscal

These records have administrative and fiscal value to track all payments made to BCI.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 18156

TITLE: Cash receipt electronic system

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 84340

3

TITLE: Concealed firearms permit files

DATES: 1985-

ARRANGEMENT: Alphanumeric by name and permit number

ANNUAL ACCUMULATION: 40.00 cubic feet.

DESCRIPTION:

These records document the eligibility of individuals to carry a concealed firearm and the issuance of permits to applicants. Information includes the application, fingerprint card, photograph, renewal application, and evidence of firearms familiarity. This permit must be renewed every five years. Statutory authority for issuing permits may be found in UCA 53-5-704 (1996).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office permanently.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 84340

TITLE: Concealed firearms permit files

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency. Previous decision: Retain six months after expiration of permit. Permits do not not expire if they are renewed, so in effect they may last for decades. After 7 years, the applications are no longer needed.

PRIMARY CLASSIFICATION:

Exempt UCA 53-5-701-711

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10)

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 83906

4

TITLE: Crime in Utah reports

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 1998. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1999 and continuing to the present. Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the research value of statistical data on crime and law enforcement activities.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 83906

TITLE: Crime in Utah reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 27692

3

TITLE: Denied expungement packets

DATES: 1977-

ARRANGEMENT: numerical order

ANNUAL ACCUMULATION:

DESCRIPTION:

The bureau determines if an applicant is eligible to receive a certificate of eligibility to have records about him expunged (UCA 77-40-103(1)(2)) (2010). The records in this series include those that were created when an applicant was denied. They include the applications, work sheets, criminal histories, FBI records, court dockets and any correspondence.

RETENTION:

Retain 5 years and 4 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 months and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 84545

3

TITLE: Expunged criminal records

DATES: 1977-

ARRANGEMENT: Numerical by control number

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are criminal records of arrests and convictions which have been expunged. A person who has committed a crime may, under conditions specified in UCA 77-40, have the records sealed as if the offense never occurred. Due to their confidential status, these records are filed by a control number rather than by name. The records can only be reactivated by order of the court officer. Information includes all Utah criminal history of the individual reported to the Bureau, and may include a notarized copy of a certificate of expungement granted by the court.

RETENTION:

Retain 100 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until prepared as expunged records, less than 1 month, or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy.

Computer data files: Retain in Office for 100 years and then delete.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 84545

TITLE: Expunged criminal records

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on UCA 77-18-2(5)(a)(i) (1992) which states that "The bureau shall keep, index, and maintain all expunged and sealed records of arrests and convictions." The records are needed through the lifetime of the individual.

PRIMARY CLASSIFICATION:

Exempt UCA 77-18-2(5)(a)(i) (1992)

SECONDARY CLASSIFICATION(S):

Exempt. UCA 77-40

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 6965

3

TITLE: Fingerprint cards

DATES: 1966-

ARRANGEMENT: Numerical by box and card number

ANNUAL ACCUMULATION:

DESCRIPTION:

These cards are the Utah arrest records of people for either felonies or misdemeanors. The information includes personal identifiers of the individual arrested (name, aliases, residence, signature of person fingerprinted and the person taking the fingerprints, sex, race, height, weight, hair color, eye color, date and place of birth, social security number, arresting agency, location and date of arrest, driver license number, offense tracking number, microfilm reel and frame number, state identification (SID) number, FBI number, occupation, possession of a firearm, scars or tatoos, arrest charges, and whether crime was a felony or misdemeanor) and fingerprints. Upon receiving the fingerprint cards from local law enforcement agencies (where they are created), the fingerprints are scanned into an electronic system used by law enforcement in the western region. Palm prints may also be included. Participating states include: Alaska, Utah, Idaho, Montana, Nevada, Oregon, Washington, and Wyoming.

The Western Identification Network (WIN) was created to share a resource called the Automated Fingerprint Identification System (AFIS), which allows quick identification of fingerprints taken from a crime scene. When background checks are done against individuals being hired in specific jobs, their fingerprints are also checked against the AFIS system. This system is never considered the "official copy" of the fingerprints, but only the cards themselves.

RETENTION:

Retain 100 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 6965

TITLE: Fingerprint cards

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 100 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 100 years and then destroy.

Computer data files: For records beginning in 1989 and continuing to the present. Retain in Office until administrative need ends and then delete.

Microfilm duplicate: Retain in Office for 100 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency and by UCA 77-26-16(5) (1991), which states that "This information shall be stored in a manner so it cannot be modified, destroyed, or accessed by unauthorized agencies or individuals." These records are useful only for the lifetime of the person arrested, and so a permanent disposition is not necessary.

PRIMARY CLASSIFICATION:

Exempt UCA 77-26-16 (1991)

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 18150

1

TITLE: National Incident-Based Reporting System (NIBRS) database

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This system tracks crime statistics from local law enforcement agencies and then compiles them for use by the Federal Bureau of Investigation (FBI). It is intended to replace the paper-based Uniform Crime Report (series 83906) system. As of 1997, only 44 of the 130 local law enforcement agencies in Utah have the technology to use NIBRS. This system enhances statistical reporting and gives much more detail about crimes than does the Uniform Crime Report. Information is submitted monthly by local police, and then compiled into quarterly and annual reports by the Bureau of Criminal Identification. Statistics include information regarding the offense, victim, offender, arrestee, and property involved. Data elements specific to Utah (not shared with the FBI) include the tools used, security, suspect's method of operation, and arrestee occupation.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

Computer data files backup: Retain in Office for 3 years and then delete.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 18150

TITLE: National Incident-Based Reporting System (NIBRS) database

(continued)

APPRAISAL:

Historical

This disposition is based on the research value this information has for those interested in crime trends.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 85024

3

TITLE: Uniform crime statistics

DATES: i 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 5.50 cubic feet.

DESCRIPTION:

This statistical information is provided to the Bureau of Criminal Identification so that they in turn can prepare the publication "Uniform Crime Report" each year. These are the monthly law enforcement crime reports from all agencies throughout the state. Information includes the types of and numbers involved in crimes. Information may include forms and reports: B1, B2, A, C, D, and F. This information is used to compile and becomes part of the "Crime in Utah" reports (series 83906).

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office permanently.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 85024

TITLE: Uniform crime statistics

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 18153

1

TITLE: Utah Computerized Criminal History (UCCH) database

DATES: ca. 1975-

ARRANGEMENT: Alphabetical by surname, and numerical by State Identification (SID) number, social security number, or

ANNUAL ACCUMULATION:

DESCRIPTION:

This electronic system tracks all individuals arrested and/or convicted for crimes committed in Utah as reported to the Bureau. Information includes name, state identification (SID) number, Federal Bureau of Investigation (FBI) number, social security number, driver license number, sex, race, date and place of birth, height, weight, hair and eye color, scars or markings, cautions/remarks, known addresses, aliases, arrest date, offense tracking number, if a firearm was used, arresting agency, name used at arrest, charge, violation code, National Crime Information Center (NCIC) code, court appearances, court case dispositions, sentencing information, and custody/supervision history. Each offense is listed separately under the individual's identifying information. This system also serves as an index to the numerically-arranged Arrest fingerprint cards (series 6965).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

AGENCY: Department of Public Safety. Bureau of Criminal Identification

SERIES: 18153

TITLE: Utah Computerized Criminal History (UCCH) database

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. The information is only needed for the lifetime of the individual, but the agency does not track deaths of those with criminal histories.

PRIMARY CLASSIFICATION:

Exempt UCA 53-5-214 (2008)